



**Tennessee Air National Guard
DUAL STATUS
TECHNICIAN VACANCY
Announcement Number
07-199**



Office of the Adjutant General of Tennessee
Human Resources Office (HRO)-Staffing
Houston Barracks, 3041 Sidco Drive
Nashville, TN 37204-1502

**OPENING DATE: 17 JUL 07
CLOSING DATE: 6 AUG 07
CLEARANCE: Secret**

LOCATION

164th AW

CITY

Memphis

STATE

TN

POSITION TITLE

Supply Technician

PAY PLAN

GS

SERIES

2005

GRADE

07

PD NUMBER(S)

80651-356647

APPOINTMENT TYPE

Enlisted

SALARY RANGE (\$)

\$35,752 – \$46,478

MILITARY COMPATIBILITY

2SXXX

AREAS OF CONSIDERATION:

FIRST: Permanently employed Air Technicians in Memphis, TN.

SECOND: Permanently employed Air Technicians Statewide.

THIRD: Qualified members of the Tennessee Air National Guard.

FOURTH: Applicants eligible for membership in the TN Air National Guard.

PERMANENT CHANGE OF STATION: NOT AUTHORIZED

INTRODUCTION, DUTIES, AND RESPONSIBILITIES

INTRODUCTION: This position is located in the Air National Guard (ANG) Aviation Wing in the Civil Engineering (CE) Squadron of a Mission Support Group. The purpose of this position is to manage deployment and logistical (supply) assets of the CE squadron to ensure productive and effective utilization of material funding and requirements for all Civil Engineering task and responsibilities. Duties involve oversight/management of supply operations to include training of drill status supply personnel, implementation of supply procedures/operations, maintaining squadron mobility equipment, providing supply guidance/assistance to other squadron personnel, and oversight/performance of requisitioning, receiving, storing, accounting for and issuing a variety of repair parts, components and tools. It involves performance of routine aspects of supply specialist work related to limited segments of major areas of supply management (e.g. inventory management, storage management, etc) as well as in related activities (e.g. supply program management and procurement) in support of supply operations.

DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO: (1) Manages the CE squadron mobility equipment and supply programs and provides training to drill status guardsmen in accomplishment of these tasks. (2) Works with the CE Funds Manager in planning, formulating, analyzing, and coordinating CE supply budget submissions. (3) Manages Civil Engineering equipment/material accounts through a sophisticated Integrated Engineering Management computer system. (4) Performs a variety of state and Federal purchasing agent functions to procure CE specific items through use of the Federal IMPAC card program and to accomplish all-inclusive Operations and Maintenance (O&M) purchases. (5) Maintains/utilizes current Federal supply catalogs, stock lists, GSA catalogs, cross-reference lists, commercial manufacturers' parts list and catalogs. (6) Serves as liaison for materials and services purchased by contract. (7) Conducts extensive research for information pertaining to complex and/or unusual supply transactions and patterns unique to Civil Engineering and to locate more cost effective available substitutes and new products. (8) Monitors, controls, and manages computerized status files concerning tools, equipment, and materials on hand. (9) Oversees and directs programs in support of Civil Engineering deployment requirements. (10) Operates and manages Civil Engineering storage facilities, to include those at geographically separated units and trainings sites. (11) Coordinates movement of equipment and material to and from CE. (12) Plans for and ensures proper marking of equipment and hazardous/sensitive materials. (13) Perform vehicle control responsibilities. (14) Monitors Due-in-From-Maintenance assets (i.e. manual, electronic, and computerized surveying equipment, GPS equipment, laser measuring devices. (15) Performs other duties as assigned.

REQUIRED SPECIALIZED EXPERIENCE

Must have 12 months experience in one or more areas of supply that demonstrates the applicant's knowledge of supply policies, regulations, and procedures.

Meeting the months of experience requirement will not by itself be accepted as proof of qualification. Quality, type, and scope of experience or education must be demonstrated to show that applicant is fully qualified to perform duties at the grade level announced.

SUPPLEMENTAL INFORMATION: KSA's (Knowledge, Skill, & Ability) Address the following factors in detail, giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating and is additional information and not used for qualifying applicants. Resume must reflect applicable experience.

1. Knowledge of the Supply Computer Systems.
2. Knowledge of regulations, and mechanized/statistical techniques in the computation and forecasting of quantitative requirements.
3. Ability to research and analyze stock fund issues.
4. Ability to communicate in writing and orally.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE

NONE

REQUIRED CERTIFICATION

NONE

SELECTIVE SERVICE STATEMENT

Males born after 31 December 1959 must be registered with the selective service system to be employed by the federal government.

DEFINITION OF "DUAL STATUS" VERSUS "NON-DUAL STATUS"

If marked "dual status", this position is in the excepted federal civil service under the authority of 32 U.S.C. 709 and is open to members of the Tennessee National Guard and persons who are eligible to become members of the Tennessee National Guard. This type of position is sometimes referred to as "excepted" and "military technician." Wear of the uniform after employment is mandatory.

If marked "non-dual status", this position is open to any person who meets the requirements for membership in the federal civil service. This type of position is also referred to as "competitive."

HOW TO APPLY

Persons meeting the requirements or qualifications for this position must submit a complete application packet to the address listed in the "MAIL TO:" section of this announcement. The application packet must arrive in HRO no later than the close of business on the closing date indicated on this announcement.

Application packet may also be emailed to FulltimeEmployment@tn.ngb.army.mil

THE APPLICATION PACKET

Complete, assemble, sign and send the following:

- (1) A resume with the information requested on TNGG HRO Pamphlet 58, or an SF 171, or an OF 612, to include relevant military experience.
 - (2) Military Qualification Information (ML 0183), DA Form 2-1, RIP or any other documentation that verifies military experience and education.
 - (3) **All applicants** must complete form TN ASE 02 or on a separate sheet address the items listed in the SUPPLEMENTAL INFORMATION sub-section in order to compete for rating and ranking of qualified applicants.
 - (4) Applicable Certificates requested in the Certification Requirements section of this vacancy announcement.
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APPLICATION EVALUATION

Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words, and signed to verify accuracy.) Experience will be evaluated based upon relevance to the position for which the application is made. [Including job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her]. If requesting qualifying credit for military experience, list experience, in detail, in narrative form on the resume.

MAIL TO:

Human Resources Office (Staffing)
Houston Barracks, 3041 Sidco Drive
Nashville, TN 37204-1502

POINTS OF CONTACT:

Lt. Col. Ken Jones:	(615) 313-3031 or DSN 683-3031
1SG Jamie Clark:	(615) 313-3037 or DSN 683-3037
SMSgt Mary MacDonald	(615) 313-0647 or DSN 683-0647

EQUAL OPPORTUNITY STATEMENT

The Tennessee National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be assessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, age, gender, national origin, reprisal, or non-disqualifying handicap. Discrimination due to age or disability are prohibited where not a factor of employment due to the military nature of the position. 29 CFR PART 1614. Discrimination due to gender is prohibited except as the direct combat probability coding policy applies to women.